

Budget Officer

Objective 1

On an ongoing basis, oversees, directs, and monitors the execution of the annual budget. Manages and distributes dollar resources to assigned garrisons, Central Managed Account and Region Headquarters equitably. Meets mid year and year end Army targets for budget execution in coordination with Resource Management Personnel.

Measurements:

- **Conforms to IMCOM strategic mission and objectives**
- **Ensures all financial actions are within current fiscal year budget**
- **Compliance with HQ IMCOM and Europe Funding Letter Narrative and other funding policy**
- **Close fiscal year to the Army standard**
- **Execution and Spend Plan Reports**
- **IMCOM operating requirements and budget submission**

Contributing Factor: Resource Management, Leadership

Relevant Mission Alignment: Goal 2, 3, 4

Weight: 30%

Objective 2

Provides advice, policy guidance and technical assistance to the IMCOM Financial Manager, region staff and assigned garrisons on equitable, effective and efficient management of financial resources on an ongoing basis. Guidance is provided to ensure resources are protected, accounted for and are expended in compliance with statutory, regulatory and policy requirements.

Measurements:

- **Develops Europe Funding Letter Narrative**
- **Routinely distributes to staff and assigned garrisons HQ guidance on the budget, future funding, spend plans, PBACs, execution of current year dollars, prior year funds mid year and year end close, mission policy changes, etc.**

Contributing Factor: Critical Thinking, Communication

Relevant Mission Alignment: Goal 1, 2, 3, 4

Weight: 30%

Objective 3

As required, provides accurate budget requirements and budget estimates (Program Objective Memorandum) to higher headquarters. Consults with other budget officers and Program Directors in determining mission priorities. Considers overall Region requirements in connection with program plans, prior obligation, known and anticipated requirements, changes in assigned missions and responsibilities, available resources, overall fund inventory changes and use of prior year funds. Determines course of action, as it pertains to funds, to accomplish programmed activities.

Measurements:

- Conforms to IMCOM Strategic Plan (Europe's Transformation Plans)
- Budget estimates are in accordance with budget program financial structure

Contributing Factor: Critical Thinking, Resource Management

Relevant Mission Alignment: 2, 3, 4

Weight: 25%

Supervisory Objective 4

Execute the full range of human resources (including performance management as outlined in DoD 1400.25-M, SC1940.5.7.4.) and fiscal responsibilities within established timelines and *in accordance with applicable regulations*. Adhere to merit principles. Develop a vision for the work unit; align performance expectations with organizational goals. Maintain a safe work environment and *promptly address* allegations of noncompliance. Ensure EEO/EO principles are adhered to throughout the organization. Ensure continuing application of, and compliance with, applicable laws, regulations and policies governing prohibited personnel practices; *promptly address* allegations of prohibited discrimination, harassment, and retaliation.

Contributing Factor: Communication

Relevant Mission Alignment: Goal 1, 2, 3, & 4

Weight: 15%

EMPLOYEE SIGNATURE AND DATE

1ST LEVEL SUPERVISOR SIGNATURE AND DATE

2ND LEVEL SUPERVISOR SIGNATURE AND DATE